



**City of Seattle**  
**Seattle Department of Neighborhoods**  
Bernie Agor Matsuno, Director

December 12, 2011

Merita Patton  
Arbor Heights Elementary PTA  
10444 California Ave SW  
Seattle, WA 98146

Dear Merita:

Congratulations! Your project, Arbor Heights Emergency and Disaster Preparedness, has been awarded \$12,520 from the Neighborhood Matching Fund. We received 36 applications for this extremely competitive round and you are one of 21 projects being awarded.

To move forward your organization must fulfill the following award conditions or questions by January 20, 2012:

- Review and respond to enclosed comments from Seattle Public Schools.
- Develop a plan for providing emergency training and kits to community members.
- Provide details about how cash match will be used for this project.
- Review and respond to enclosed comments from Office for Emergency Management.
- Participate in an orientation for Emergency Preparedness projects on Wednesday, January 11 from 6:30-8:30 pm at the Emergency Operations Center, 105 5th Avenue South. Ensure at least two representatives from your project attend to learn about next steps for coordinating with the Office of Emergency Management, identifying certified trainers and resources for purchasing emergency supplies.

Once you fulfill the award conditions, an agreement may be executed with the Department of Neighborhoods to implement this project. After your organization has a fully signed agreement with the City, you may begin spending the funds you've been awarded. Match resources you've committed to this project can be counted anytime after the October 17 application deadline.

Please contact your NMF Project Manager Laurie Ames, at 206-684-0320, if you have any questions or need assistance.

Again, congratulations on your Neighborhood Matching Fund award!

Sincerely,

Bernie Agor Matsuno, Director  
Seattle Department of Neighborhoods





**Michael McGinn**  
Mayor  
City of Seattle

December 12, 2011

Merita Patton  
Arbor Heights Elementary PTA  
10444 California Ave SW  
Seattle, WA 98146

Dear Ms. Patton:

Congratulations! The Department of Neighborhoods has completed its review of Small and Simple Matching Fund Project applications and your organization will receive funding for the Arbor Heights Emergency and Disaster Preparedness Project.

Your project illustrates how engaged and passionate neighbors, coupled with City resources, can result in improvements that provide a wonderful benefit to the community. Citizen involvement is key to building strong and healthy communities. I am glad that we are able to reward your activism with this Small and Simple Projects award.

The Department of Neighborhoods is eager to work with your organization to ensure that this project is a complete success. I have included a letter from the Department of Neighborhoods which outlines the next steps in this process and identifies the project manager assigned to work with your group. I encourage you to take advantage of any assistance they can provide.

Best wishes to your organization for a successful project. I look forward to seeing the results.

Sincerely,

Michael McGinn  
Mayor

Attachment: Letter from the Seattle Department of Neighborhoods

MM/mb

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